

BUSINESS MEETINGS

BUSINESS ENGLISH



Meeting/business meeting means an organized occasion when business people come together to discuss business-related issues, take decisions, conclude deals and resolve conflicts.

Recurrent collocations:

to arrange/attend/call/cancel/chair/conduct/hold/organize/postpone/
set up/run/miss a meeting;

to attend a business meeting;

annual general meeting (AGM);

extraordinary general meeting;

shareholders' meeting;

project/team meeting;

board meeting.

PLANNING BUSINESS MEETING

To make a business meeting productive:

- **A chairperson.**
- **An agenda.**
- **A time limit.**
- **The number of participants.**
- **The minutes.**

FOCUS ON LANGUAGE

Use *would*, *could* or *might* to make what one says less categorical: *That would be unacceptable.* (instead of *That is unacceptable.*)

Presenting one's view as a question inviting participation: *Is that too late?* (instead of *That is too late.*)

Using an introductory phrase to better prepare the listener for one's message. *Actually... | Well... | As a matter of fact...*

Avoiding direct disagreement; purposefully downplaying some of the evaluations: *a bit* difficult, *a slight* problem instead of *very* difficult, a *real* problem.

Using *not + very + positive adjective*, for example, *not very convenient* instead of the negative word *inconvenient*. Using *don't + infinitive* instead of the negative word: *I don't like that idea* instead of *I dislike that idea*.

Using a continuous form, for example, *I was wondering if...* instead of *I wondered if...* to make the tone of one's proposition more tentative.

Using stress as an important way of making the message more effective:

*It **is** important...*

*We're quite **interested** in your suggestion.*

*The new figures are quite **exciting**.*

RELATED KEY BUSINESS TERMS

Board meeting is a meeting of the board of directors of a company. (*заседание правления/совета директоров компании*)

Annual general meeting (AGM) Br.E./annual meeting (AM) Am.E. is a formal meeting of the shareholders and directors of a company, held once each year, at which they consider, as laid down in their Articles of Association, the directors' report on the year's activities and the auditors' report, appoint the directors and auditors, decide the amount of the dividend, etc. (*ежегодное общее собрание*)

Annual report is a report presented each year by the directors to the shareholders of a company, giving information about the company's business activities and including certain documents which must be produced by law (the balance sheet, the profit and loss account and the auditors' and directors' reports). (*годовой отчет*)

Extraordinary general meeting (EGM) is a special meeting of the shareholders and directors of a company, called to discuss matters that cannot wait until the next annual general meeting. (*чрезвычайное общее собрание акционеров*)

TASKS

1. Use one of the collocations instead of the following phrases and expressions:

- a) to go to a meeting
- b) to be in charge of a meeting
- c) not to go to a meeting
- d) to organize a meeting
- e) to make a meeting later than originally planned
- f) not have a meeting at all

2. Replace the underlined expressions with appropriate synonyms:

A meeting of the Club committee was (1) organized for March 1, but not everyone could (2) go to it, so it was (3) delayed until March 31. One committee member said that it was too late, so eventually we (4) moved it to March 15. The chairperson (5) was in charge of it very efficiently, and we decided on some new membership rules. Only one committee member (6) did not go to the meeting.

3. Find suitable words, terms and expressions for the following types of meetings:

- a) when shareholders discuss the company's annual report
- b) a shareholders' meeting to discuss an urgent matter
- c) a formal meeting of a company's directors
- d) informal discussion with colleagues
- e) when employees involved in a particular activity meet
- f) where as many ideas as possible are produced